0-2/1989

Department of
Veterans Affairs

Doing Business with the Department of Veterans Affairs

Office of Acquisition and
Materiel Management
Washington DC

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VA 1.22:

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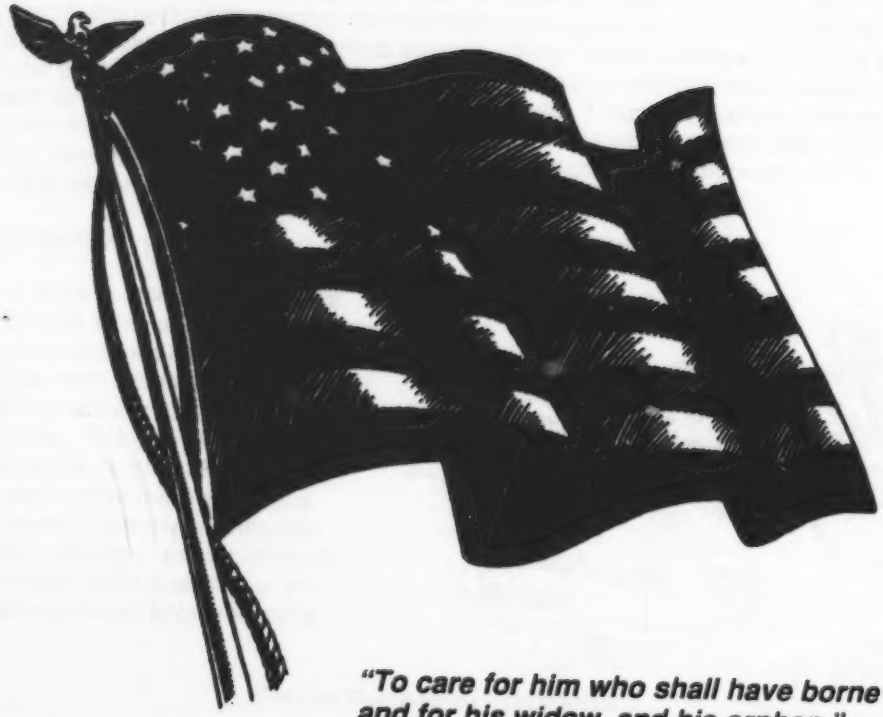
TO OUR PARTNERS IN INDUSTRY

The mission of the Department of Veterans Affairs is one of service to more than 27 million veterans who have so unselfishly served their country. To accomplish this mission, the products and services of industry are required. By working closely with industry, both large and small businesses, we are constantly striving to improve our service to veterans.

We challenge you to exercise your imagination as to how we may utilize your "know how." Our programs in medical research, diagnosis and treatment, data processing and hospital construction have already absorbed many advances in electronics, systems and materials which a few years ago were components designed for space exploration.

We invite you to determine whether you have a product or a service which we could use.

H. ROBERT SALDIVAR
Deputy Assistant Secretary for
Acquisition and Materiel Management



"To care for him who shall have borne the battle, and for his widow, and his orphan."

A. Lincoln

DOING BUSINESS WITH AN INDIVIDUAL MEDICAL CENTER

The Department of Veterans Affairs (VA) operates a nationwide system of hospitals, clinics, regional offices, data processing centers and National Cemeteries which require a broad spectrum of goods and services. We purchase these goods and services on a national, regional and local level. So no matter how large or small your business is, VA is a potential customer. Each facility listed on pages 13 through 17 purchases a majority of their requirements for direct delivery through their local Acquisition and Materiel Management office.

What do they buy?

Although there are certain priority sources identified by Federal regulations, each facility purchases a considerable amount of its requirements from both local and nationwide sources. Examples of items purchased are:

- Pharmaceuticals, medical supplies
- Perishable subsistence
- Equipment, supplies and materials for facility operation
- Maintenance and repair of medical and scientific equipment
- Building construction, maintenance, and repair
- Prosthetic and orthopedic aids
- Medical gases

How do they buy?

Acquisitions are accomplished by sealed bidding, negotiation or small purchase procedures. Each of these methods is designed to promote full and open competition to the maximum extent possible, which in turn allows all responsible bidders/offerors an opportunity to compete. The most suitable, efficient and economical procedure will be used, taking into consideration the circumstances of each acquisition. Some of the purchasing is accomplished through the use of priority sources such as Federal Supply Schedules and supply depots. A significant portion, however, will be acquired from sources obtained through the publication of solicitations in the *Commerce Business Daily* (CBD), solicitation mailing lists, commercial advertising or any other accepted means that will provide the procuring activity with a sufficient number of responsible bidders/offerors to ensure full and open competition.

Full and Open Competition

VA medical centers strive to promote and provide full and open competition in the acquisition process. In so doing, specifications are designed to meet each medical center's minimum needs and also be compatible with standard trade and prudent business practices. Potential bidders/offerors are encouraged to advise the procuring activity if they feel any language and/or requirement of a specification inadvertently restricts or limits competition; or if, in their judgement, specifications do not comply with standard trade practices, or impose an impractical or unreasonable procedural burden.

General Purchasing Information

Bonding and Sureties: Performance bonds and payment bonds for other than construction contracts will generally not be required. Performance bonds may be required when it is determined that they are necessary to protect the Government's interest in service acquisitions. Bid guarantees, performance bonds and payment bonds are required for any construction contract exceeding $25,000 in accordance with the Miller Act (40 U.S.C. 270a–270f). Normally, the bid guarantee is 20 percent of the bid price; the performance bond is 100 percent of the contract price; and the payment bond is 50 percent of the contract price. A list of Federally approved sureties is available through the Department of Treasury, Fiscal Service. Individual sureties will be considered on a case-by-case basis.

Contract Agreements: VA does not sign contract forms provided by vendors. Only the forms provided to the vendor by VA constitute valid contractual agreements when duly executed.

Specifications: Vendors must provide their services and products in strict accordance with specifications furnished by the Government. Vendors may be held liable for return of merchandise or correction of work in event of noncompliance with specifications.

New Equipment: All supplies and equipment offered and furnished must be new. Remanufactured or reconstructed items are not acceptable.

Prompt Payment: After delivery of supplies or services, and their acceptance by the Government, the vendor must prepare and submit an invoice to the office designated in the purchase order or contract. Payment will be made in accordance with the Prompt Payment Act Amendments of 1988.

Public Advertisement of Procurements

For proposed contracts expected to exceed $25,000, all Federal Government agencies must advertise in the *Commerce Business Daily* (CBD). The CBD is published each workday, and may be obtained by subscription through the Superintendent of Documents, Government Printing Office, Washington, DC 20402–9371.

VA contracting offices also publicly display solicitation notices and assist local trade associations in disseminating information to their members.

What Must You Do?

VA Central Office and each medical center purchasing office maintains solicitation mailing lists and commodity index files which indicate the various items offered by prospective suppliers. If you are interested in having your firm placed on such lists, remove the Standard Form 129, Solicitation Mailing List Application, in the back of this publication, complete it in detail, have it signed by an officer of the company authorized to execute contracts, and mail it to the Chief, Acquisition and Materiel Management Service (90) at each particular location you are interested in doing business with. Catalogs, price lists and other information clearly describing your products or services should be submitted with the Standard Form 129.

DOING BUSINESS WITH THE MARKETING CENTER

Established in 1951, the Marketing Center (MKC) is the largest combined contracting activity within the Department of Veterans Affairs. The MKC is responsible for supporting the health care delivery systems of the Department of Veterans Affairs and other Government agencies by providing and validating a centralized acquisition program for health care products in a cost effective manner. The MKC is responsible for contract awards in excess of $1 billion.

Personal visits to the MKC are encouraged. The MKC is located in Buildings 17 and 18 on the Edward Hines, Jr., VA Medical Center complex at Hines, Illinois. The complex is located approximately 11 miles west of the Chicago Loop. The most direct route is via the Eisenhower Expressway (Route 290) to Ist Avenue. Go south on Ist Avenue to Roosevelt Road and proceed west on Roosevelt Road to 5th Avenue. Turn into the Hines complex. From O'Hare Airport, take Route 294 South to the Eisenhower Expressway. Appointments are recommended, and may be made by telephoning (312) 216–2479.

The primary responsibility of the MKC is assuring contracts are in place to support the Department of Veterans Affairs Central Distribution System. Through the use of sealed bids and competitive negotiations, the MKC awards high volume contracts for recurring items used throughout the Federal health care system. Purchases are made against these contracts resulting in large quantity deliveries to the Supply Depots in New Jersey, Illinois and California as the need arises.

The MKC is comprised of five divisions. Four of the divisions contract for items within their program responsibility. The remaining division, Customer Service, ensures that the products under contract meet the needs of their Government customers.

The MKC maintains active solicitation mailing lists from prospective suppliers for various items procured. If you are interested in having your firm placed on such lists, complete the Standard Form 129, Solicitation Mailing List Application, in the back of this publication and forward it to the Marketing Center.

If you have further questions you may write to:

Director (904)
Department of Veterans Affairs
Marketing Center
P.O. Box 76
Hines, IL 60141

The four MKC Contracting Divisions and their respective product responsibilities are as follows:

Federal Supply Schedule Division;

The Federal Supply Schedule Division solicits, awards and administers Federal Supply Schedule contracts, excluding pharmaceutical products and medical gases. All Federal Supply Schedule contracts are multiple or single award, requirement type and national in scope for use by all Government agencies. The individual schedules assigned to the Department of Veterans Affairs by the General Services Administration are:

65 II A	Gloves
65 II B	Medical and Veterinarian Supplies
65 II C	Dental Equipment and Supplies
65 II D	Medical Equipment and Supplies
65 II E	Medical Equipment (Pacemakers)
65 II F	Wheelchairs, Accessories and Replacement Parts
65 IV	Ophthalmic Lenses/Safety Glasses
65 V B	Medical and Dental X-Ray Film
89 I	Cereals, Cookies, Crackers, Individual Condiments and Spices
89 II	Dietary Supplements, Therapeutic

Wholesale Distribution Division:

The Wholesale Distribution Division solicits, awards and administers contracts for approximately 1,000 items stocked in the Central Distribution System. Examples of items stocked are:

Applicators
Cannulas
Enema Sets
Flags
Masks, Surgical
Pads, Bed Linen
Paper, Recording
Surgical Dressings
Wheelchairs
Cotton, Absorbent
Catheters
Gloves, Examination
Hospital Wares
Instruments, Surgical
Pads, Decubital
Specimen Containers
Surgical Adhesives
Thermometers, Clinical
Bandages, all types
Surgical Drapes
Gloves, Surgical
Walkers, Invalid
Needles, Hypodermic
Socks, Mens
Stethoscopes
Tongue Depressors
Bags, Urine

Pharmaceutical Products Division:

The Pharmaceutical Products Division solicits, awards and administers contracts for pharmaceutical products and medical gases for items stocked in the Central Distribution System and Federal Supply Schedules as assigned. The Federal Supply Schedules assigned are:

65 I A Drugs and Pharmaceutical Products, Class 6505
65 I B Drugs and Pharmaceutical Products, Classes 6505, 6515 and 6810
65 VII Reagents, Diagnostics, Test Kits and Sets
65 VIII Medical Cylinder Gases, Cylinders
65 IX Medical Gases, Bulk Oxygen

Each of these schedule contracts are multiple or single award, requirement type and national in scope for use by all Government agencies.

Examples of the over 1,000 items stocked in the Central Distribution System by the Pharmaceutical Products Division are:

Allergens
Analgesics
Antiseptics
Antituberculars
Barbituates
Chemicals
Decongestants
Diuretics
Antihypertensives
Antipsychotics
Ointments
Serums
Stimulants
Vaccines
Vitamins
Intravenous Sets
Enzymes
Anesthetics
Antacids
Antibacterials
Antibiotics
Antifungals
Antigens

Medical Equipment Division:

The Medical Equipment Division solicits, awards and administers acquisitions and contracts for highly technical equipment and systems used in Federal Government medical facilities. Examples are:

Complete Diagnostic X-Ray Systems
Radiation Therapy Equipment
Computerized Tomography Scanners
Physiological Monitoring Systems
Nuclear Imaging Systems
Diagnostic Ultrasound Systems
Laundry Equipment and Systems
Lithotripters
Magnetic Resonance Scanners

DOING BUSINESS WITH VA CENTRAL OFFICE

Most of our large purchases are made by our Marketing Center as described in the section of this booklet entitled "DOING BUSINESS WITH THE MARKETING CENTER."

The VA Supply Depot, Somerville, New Jersey 08876, purchases:

Motion pictures
Periodicals

Some items are developed at our Central Office. Contact the following offices for information:

Deputy Assistant Secretary for Information Resources Operations (30), Department of Veterans Affairs, Washington, D.C. 20420, for:

Automatic data processing systems and equipment
Communications systems and equipment

The Deputy Assistant Secretary for Facilities (08), Department of Veterans Affairs, Washington, D.C. 20420, for:

Medical center construction
Architect-Engineer services

The Director, National Cemetery System (40), Department of Veterans Affairs, Washington, D.C. 20420, for:

Grave markers

The Director, Veterans Canteen Service (133), Veterans Health Services and Research Administration, Department of Veterans Affairs, Washington, D.C. 20420, for:

Retail store supplies
Restaurant supplies

The Deputy Assistant Secretary for Acquisition and Materiel Management (90), Department of Veterans Affairs, Washington, D.C. 20420, for:

Medical research services
Specialized medical services

SMALL BUSINESS PROGRAMS

The Office of Small and Disadvantaged Business Utilization (OSDBU) was created by Public Law 95–507 and established in the Department of Veterans Affairs (VA) to assist and support the interests of small business.

A related mission of the office is to provide outreach and liaison support to businesses (large and small) and other members of the private sector concerning acquisition related issues. In addition, the office is responsible for monitoring VA's implementation and execution of the following socioeconomic procurement programs:

Small Business Programs:

Our small business program implements the requirements to aid, counsel, assist and protect the interest of small business concerns to ensure that a fair proportion of total purchases, contracts, and subcontracts for property and services for VA are placed with small businesses. For acquisition purposes, small businesses must be independently owned and operated, not dominant in the field of operation in which they are bidding on Government contracts, and otherwise qualify as small businesses under the criteria and size standards developed by the U.S. Small Business Administration (SBA).

Disadvantaged Business Program:

For the purpose of improving and stimulating minority business enterprise, VA establishes a realistic Department-wide goal for the award of contracts to small business concerns owned and controlled by socially and economically disadvantaged individuals. OSDBU is also responsible for the Department's program to encourage greater economic opportunity for minority entrepreneurs. To implement these requirements, goals are established for each contracting activity for award of contracts to this socioeconomic program.

If your business is (a) at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged and (b) managed and controlled by one or more such individuals, you are eligible to participate under this program.

Labor Surplus Area Program:

This program directs set-aside acquisitions in medical research, diagnosis and treatment, data processing, medical center construction, and other services to concerns that perform contracts in labor surplus areas. Labor surplus areas are those geographical areas identified by the Employee's Benefits, Employment and Training Administration of the Department of Labor, as areas of concentrated unemployment or under employment.

Women-Owned Business Program:

In response to the need to aid and stimulate women's business enterprise, this advocacy program directs acquisition officials to take appropriate action to facilitate, preserve, and strengthen women's business enterprise and to ensure full participation by women in the free enterprise system. Appropriate action includes the award of prime contracts and subcontracts and counseling of women-owned businesses. "Women-owned small businesses," means small business concerns that are at least 51 percent owned by women who are United States citizens and who also control and operate the business. OSDBU is responsible for negotiating with VA acquisition officials annual goals to increase Federal prime contracts and subcontracts with women-owned businesses.

Vietnam Era and Disabled Veteran-Owned and Operated Small Business (VOB) Program:

SBA has the legal responsibility to give "special consideration" to veterans of the Armed Services in all SBA programs. Consistent with that mandate and the mission of VA, we strongly encourage the participation of VOB's in the VA acquisition program. OSDBU is the advocate that monitors the Veteran-Owned and Operated Small Business Concerns program.

As part of each procurement action involving other than small purchase procedures, VA contracting activities are required to request, through the SBA Procurement Automated Source System (PASS), a listing of Vietnam era veteran-

owned contractors capable of meeting the requirements of the particular solicitation. Firms identified on the PASS list are included on solicitation mailing lists. To further identify disabled veteran-owned businesses, each contracting activity is required to formulate local plans to identify such firms and to include them on facility solicitation mailing lists.

VA is not authorized to set aside contracts for these veterans, however, Vietnam era and disabled veteran-owned businesses are identified, targeted and included in our existing acquisition programs. Utilization of these firms is tracked quarterly from each medical center and accumulated annually in OSDBU's report to the Secretary of Veterans Affairs.

8(a) Program:

OSDBU promotes increased utilization of small businesses owned and controlled by socially and economically disadvantaged individuals certified under the SBA Section 8(a) Program.

Section 8(a) of the Small Business Act establishes a program that authorizes the SBA to enter into contracts with other agencies, and to negotiate fair market price subcontracts with small disadvantaged business concerns eligible for program participation.

The purpose of the 8(a) Program is to:

- Foster business ownership by individuals who are socially and economically disadvantaged.
- Promote the competitive viability of these firms by providing contract, technical and management assistance.
- Expand acquisition opportunities for these firms.

To be eligible for the 8(a) Program, a concern must:

- Qualify as a small business.
- Be at least 51 percent owned by a U.S. Citizen who is determined by SBA to be socially and economically disadvantaged.
- Have an approved business development plan.

Each SBA 8(a) concern is subject to a fixed program participation term.

Subcontracting Program:

VA requires that any contractor receiving a contract for more than $10,000 shall agree that small business concerns have the maximum practicable opportunity to participate in contracts awarded by the Department. Furthermore, all prime contracts in excess of $1,000,000 for construction and $500,000 for all others, which offer subcontracting opportunities, must contain a subcontracting plan (small businesses excluded). Each subcontracting plan must contain percentage goals for the maximum practicable utilization of small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals as subcontractors.

To carry out this program, OSDBU:

- Recommends informational goals for solicitations.
- Reviews subcontracting plans and offers recommendations.
- Monitors compliance with subcontracting plans.
- Participates in prebid conferences and conducts small business workshops to provide small and small disadvantaged firms, including VOB, the opportunity to present their capabilities to prime contractors.
- Publishes a directory of VA prime contractors, as a marketing tool to assist small and small disadvantaged businesses and VOB.

Additional information on these programs may be obtained by contacting:

Director, Office of Small and Disadvantaged
Business Utilization (005SB)
Department of Veterans Affairs
810 Vermont Avenue, NW
Washington, DC 20420

Telephone number: (202) 376–6996

This office is available only for the purpose of providing information, counseling, and guidance. OSDBU neither awards contracts nor maintains solicitation mailing lists. OSDBU promotes the position of small business with the Department, maintains liaison with trade and professional organizations, SBA, and serves as the major source of information about VA for small business. This office monitors the performance of the Department on these socioeconomic programs and upon request reports accomplishments to Congressional committees, Federal agencies and the public.

Department of Veterans Affairs
Contracting Activities

Abbreviations:
VAMC – VA Medical Center
VAM&ROC – VA Medical and Regional Office Center
VAD – VA Domiciliary
VARO – VA Regional Office
VAOC – VA Outpatient Clinic
DPC – Data Processing Center

ALABAMA

VAMC Birmingham 35233
700 South 19th St.
(205) 933–8101

VAMC Montgomery 36193
215 Perry Hill Rd.
(205) 272–4670

VAMC Tuscaloosa 35404
(205) 553–3760

VAMC Tuskegee 36083
(205) 727–0550

ALASKA

VAOPC Anchorage 99501
235 East Eight Avenue
(907) 271–4555

ARIZONA

VAMC Phoenix 85012
Seventh St. & Indian School Rd.
(602) 277–5551

VAMC Prescott 86313
(602) 445–4860

VAMC Tucson 85723
3601 South 6th Avenue
(602) 792–1450

ARKANSAS

VAMC Fayetteville 72701
(501) 443–4301

VAMC Little Rock 72115–5484
300 East Roosevelt Rd.
P. O. Box 1280
(501) 661–1202

CALIFORNIA

VAMC Fresno 93703
2615 East Clinton Avenue
(209) 225–6100

VAMC Livermore 94550
(415) 447–2560

VAMC Loma Linda 92357
11201 Benton Street
(714) 825–7084

VAMC Long Beach 90822
5901 East Seventh St.
(213) 494–2611

VAOC Los Angeles 90013
425 South Hill St.
(213) 688–3902

VAMC West Los Angeles 90073
11301 Wilshire Boulevard
(213) 478–3711

VAMC Martinez 94553
150 Muir Rd.
(415) 228–6800

VAMC Palo Alto 94304
3801 Miranda Ave.
(415) 493–5000

VAMC San Diego 92161
3350 LaJolla Village Dr.
(619) 453–7500

VAMC San Francisco 94121
4150 Clement St.
(415) 221–4810

VAMC Sepulveda 91343
16111 Plummer
(818) 891–7711

COLORADO

VAMC Denver 80220
1055 Clermont St.
(303) 399–8020

VAMC Fort Lyon 81038
(719) 456–1260

VAMC Grand Junction 81501
2121 North Avenue
(303) 242–0731

CONNECTICUT

VAMC Newington 06111
555 Willard Ave.
(203) 666–6951

VAMC West Haven 06516
West Spring St.
(203) 932–5711

DELAWARE

VAMC Wilmington 19805
1601 Kirkwood Highway
(302) 994–2511

DISTRICT OF COLUMBIA

VAMC Washington 20422
50 Irving St., NW
(202) 745–8000

VA Central Office Washington 20420
810 Vermont Avenue, NW
(202) 233–4010

FLORIDA

VAMC Bay Pines 33504
10000 Bay Pines Boulevard
P. O. Box 5000
(813) 398–6661

VAMC Gainesville 32602
Archer Road
(904) 376–1611

VAMC Lake City 32055
801 South Marion Street
(904) 755–3016

VAMC Miami 33125
1201 Northwest 16th St.
(305) 324–4455

VAMC Tampa 33612
13000 North 30th St.
(813) 972–2000

GEORGIA

VAMC Decatur (Atlanta) 30033
1670 Clairmont Rd., NE.
(404) 321–6111

VAMC Augusta 30910
2460 Wrightsboro Road
(404) 724–5116

VAMC Dublin 31021
(912) 272–1210

HAWAII
VARO Honolulu 96850
680 Ala Moana Blvd.
P.O. Box 50188
(808) 541–1600

IDAHO
VAMC Boise 83702
Fifth & Fort Streets
(208) 336–5100

ILLINOIS
VAMC Chicago 60611 (Lakeside)
333 East Huron St.
(312) 943–6660

VAMC Chicago 60680 (West Side)
820 South Damen Ave.
(312) 666–6500

VAMC Danville 61832
1900 East Main Street
(217) 442–8000

VAMC Hines 60141
(312) 343–7200

VAMC Marion 62959
2401 West Main Street
(618) 997–5311

VAMC North Chicago 60064
(312) 688–1900

VASD Hines 60141
P. O. Box 27
(312) 681–6800

INDIANA
VAMC Fort Wayne 46805
1600 Randalia Dr.
(219) 426–5431

VAMC Indianapolis 46202
1481 West 10th St.
(317) 635–7401

VAMC Marion 46952
East 38th Street
(317) 674–3321

IOWA
VAMC Des Moines 50310
30th & Euclid Ave.
(515) 255–2173

VAMC Iowa City 52240
(319) 338–0481

Iowa—*continued*
VAMC Knoxville 50138
(515) 842–3101

KANSAS
VAMC Leavenworth 66048
(913) 682–2000

VAMC Topeka 66622
2200 Gage Blvd.
(913) 272–3111

VAM&ROC Wichita 67218
5500 East Kellogg
(316) 685–2221

KENTUCKY
VAMC Lexington 40511
(606) 233–4511

VAMC Louisville 40202
800 Zorn Ave.
(502) 895–3401

LOUISIANA
VAMC Alexandria 71301
(318) 473–0010

VAMC New Orleans 70146
1601 Perdido St.
(504) 589–5811

VAMC Shreveport 71101
510 East Stoner Ave.
(318) 221–8411

MAINE
VAM&ROC Togus 04330
(207) 623–8411

MARYLAND
VAMC Baltimore 21218
3900 Loch Raven Blvd.
(301) 467–9932

VAMC Fort Howard 21052
(301) 477–1800

VAMC Perry Point 21902
(301) 642–2411

MASSACHUSETTS
VAMC Bedford 01730
200 Springs Road. Bldg. 12
(617) 275–7500

Massachusetts—*continued*
VAMC Boston 02130
150 South Huntington Ave.
(617) 232–9500

VAMC Brockton 02401
940 Belmont Street
(617) 583–4500

VAMC Northampton 01060
(413) 584–4040

MICHIGAN
VAMC Allen Park 48101
Southfield & Outer Drive
(313) 562–6000

VAMC Ann Arbor 48105
2215 Fuller Rd.
(313) 769–7100

VAMC Battle Creek 49016
(616) 966–5600

VAMC Iron Mountain 49801
(906) 774–3300

VAMC Saginaw 48602
1500 Weiss St.
(517) 793–2340

MINNESOTA
VAMC Minneapolis 55417
54th St. & 48th Ave., South
(612) 725–2000

VAMC St. Cloud 56303
(612) 252–1670

MISSISSIPPI
VAMC Biloxi 39531
(601) 388–5541

VAM&ROC Jackson 39216
1500 East Woodrow Wilson Dr.
(601) 362–4471

MISSOURI
VAMC Columbia 65201
Hospital Dr.
(314) 443–2511

VAMC Kansas City 64128
4801 Linwood Blvd.
(816) 861–4700

VAMC Poplar Bluff 63901
(314) 686–4151

Missouri—*continued*
VAMC St. Louis 63125
(314) 653–4100

MONTANA
VAM&ROC Fort Harrison 59636
(406) 442–6410

VAMC Miles City 59301
210 South Winchester
(406) 232–3060

NEBRASKA
VAMC Grand Island 68803
2201 North Broadwell
(308) 382–3660

VAMC Lincoln 68510
600 South 70th St.
(402) 489–3802

VAMC Omaha 68105
4101 Woolworth Ave.
(402) 346–8800

NEVADA
VAMC Reno 89502
1000 Locust St.
(702) 786–7200

VAOC Las Vegas 89102
1703 West Charleston Blvd.
(702) 385–3700

NEW HAMPSHIRE
VAMC Manchester 03104
718 Smyth Rd.
(603) 624–4366

NEW JERSEY
VAMC East Orange 07019
(201) 676–1000

VAMC Lyons 07939
(201) 647–0180

NEW MEXICO
VAMC Albuquerque 87108
2100 Ridgecrest Dr., SE.
(505) 265–1711

NEW YORK
VAMC Albany 12208
113 Holland Avenue
(518) 462–3311

New York—*continued*
VAMC Batavia 14020
(716) 343–7500

VAMC Bath 14810
(607) 776 2111

VAMC Bronx 10468
130 West Kingsbridge Rd.
(212) 584–9000

VAMC Brooklyn 11209
800 Poly Place
(718) 630–6600

VAMC Buffalo 14215
3495 Bailey Ave.
(716) 834–9200

VAMC Canandaigua 14424
(716) 394–2000

VAMC Castle Point 12511
(914) 831–2000

VAMC Montrose 10548
(914) 737–4400

VAMC New York 10010
First Ave. at East 24th St.
(212) 686–7500

VAMC Northport 11768
(516) 261–4400

VAMC Syracuse 13210
Irving Ave. & University Pl.
(315) 476–7461

NORTH CAROLINA
VAMC Ashville 28805
(704) 298–7911

VAMC Durham 27705
508 Fulton St.
(919) 286–0411

VAMC Fayetteville 28301
2300 Ramsey St.
(919) 488–2120

VAMC Salisbury 28144
1601 Brenner Avenue
(704) 636–2351

NORTH DAKOTA
VAM&ROC Fargo 58102
(701) 232–3241

OHIO
VAMC Chillicothe 45601
(614) 773–1141

VAMC Cincinnati 45220
3200 Vine St.
(513) 861–3100

VAMC Cleveland 44106
10701 East Boulevard
(216) 791–3800

VAOC Columbus 43221
2090 Kenny Road
(614) 469–5663

VAMC Dayton 45428
4100 West Third Street
(513) 268–6511

OKLAHOMA
VAMC Muskogee 74401
Memorial Station, Honor
Heights Drive
(918) 683–3261

VAMC Oklahoma City 73014
921 Northeast 13th St.
(405) 270–5133

OREGON
VAMC Portland 97207
3710 S.W. US Veterans Hospital
Rd.
P. O. Box 1034
(503) 222–9221

VAMC Roseburg 97470
(503) 440–1000

VAD White City 97501
(503) 826–2111

PENNSYLVANIA
VAMC Altoona 16602
(814) 943–8164

VAMC Butler 16001
(412) 287–4781

VAMC Coatesville 19320
(215) 384–7711

VAMC Erie 16504
135 East 38th St. Blvd.
(814) 868–8661

VAMC Lebanon 17042
(717) 272–6621

Pennsylvania—*continued*

VAMC Philadelphia 19104
University & Woodland Aves.
P. O. Box 8079
(215) 382–2400

VAMC Pittsburgh 15206
Highland Dr.
(412) 363–4900

VAMC Pittsburgh 15240
University Drive C
(412) 683–3000

VAMC Wilkes–Barre 18711
1111 East End Blvd.
(717) 824–3521

PHILIPPINES, REPUBLIC OF THE

VARO Manila
APO San Francisco 96528
U.S. Embassy Office Building
II3I Roxas Boulevard
01–(632) 521–7116, Ext. 2501

PUERTO RICO, COMMONWEALTH OF

VAMC San Juan 00927–5800
One Veteran Plaza
(809) 758–7575

RHODE ISLAND

VAMC Providence 02908
Davis Park
(401) 273–7100

SOUTH CAROLINA

VAMC Charleston 29403
I09 Bee Street
(803) 577–50II

VAMC Columbia 2920I
(803) 776–4000

SOUTH DAKOTA

VAMC Fort Meade 57741
(605) 347–2511

VAMC Hot Springs 57747
(605) 745–4101

VAMC Sioux Falls 57117
P. O. Box 5046
(605) 336–3230

TENNESSEE

VAMC Memphis 38104
1030 Jefferson Ave.
(901) 523–8990

VAMC Mountain Home
Johnson City 37684
(615) 926–1171

VAMC Murfreesboro 37130
3400 Lebanon Road
(615) 893–1360

VAMC Nashville 37212
1310 24th Ave., South
(615) 327–4751

TEXAS

VAMC Amarillo 79106
6010 Amarillo Blvd., W.
(806) 355–9703

DPC Austin 78772
1615 East Woodland Street
(512) 482–7334

VAMC Big Spring 79720
2400 South Gregg Street
(915) 263–7361

VAMC Bonham 75418
(214) 583–2111

VAMC Dallas 75216
4500 South Lancaster Rd.
(214) 376–5451

VAOC El Paso 79925
5919 Brook Hollow Drive
(915) 541–7811

VAMC Houston 77030
2002 Holcombe Blvd.
(713) 795–4411

VAMC Kerrville 78028
(512) 896–2020

VAMC Marlin 76661
1016 Ward Street
(817) 883–3511

VAMC San Antonio 78284
7400 Merton Minter Blvd.
(512) 696–9660

VAMC Temple 76504
1901 South First
(817) 778–4811

Texas—*continued*

VAMC Waco 76711
4800 Memorial Drive
(817) 752–6581

UTAH

VAMC Salt Lake City 84148
500 Foothill Boulevard
(801) 582–1565

VERMONT

VAM&ROC White River Junction 05001
(802) 295–9363

VIRGINIA

VAMC Hampton 23667
(804) 722–9961

VAMC Richmond 23249
1201 Broad Rock Blvd.
(804) 230–0001

VAMC Salem 24153
(703) 982–2463

WASHINGTON

VAMC American Lake (Tacoma) 98493
(206) 582–8440

VAMC Seattle 98108
1660 South Columbian Way
(206) 762–1010

VAMC Spokane 99205
North 4815 Assembly St.
(509) 328–4521

VAMC Walla Walla 99362
77 Wainwright Drive
(509) 525–5200

WEST VIRGINIA

VAMC Beckley 25801
200 Veterans Ave.
(304) 255–2121

VAMC Clarksburg 26301
(304) 623–3461

VAMC Huntington 25704
1540 Spring Valley Dr.
(304) 429–6741

VAMC Martinsburg 25401
(304) 263–0811

WISCONSIN

VAMC Madison 53705
2500 Overlook Terrace
(608) 256–1901

VAMC Milwaukee 53295
5000 West National Ave.
(414) 384–2000

VAMC Tomah 54660
(608) 372–3971

WYOMING

VAM&ROC Cheyenne 82001
2360 East Pershing Blvd.
(307) 778–7550

VAMC Sheridan 82801
(307) 672–3473

SOLICITATION MAILING LIST APPLICATION

1. TYPE OF APPLICATION ☐ INITIAL ☐ REVISION

2. DATE

FORM APPROVED
OMB NO. 2900-0445
APPROVAL EXPIRES 11-30-87

NOTE: Please complete all items on this form. Insert N/A in items not applicable. See Reverse for Instructions.

3. NAME AND ADDRESS OF FEDERAL AGENCY TO WHICH FORM IS SUBMITTED *(Include ZIP Code)*

4. NAME AND ADDRESS OF APPLICANT *(Include county and ZIP Code)*

5. TYPE OF ORGANIZATION *(Check one)*

☐ INDIVIDUAL ☐ NON-PROFIT ORGANIZATION

☐ PARTNERSHIP ☐ CORPORATION, INCORPORATED UNDER THE LAWS OF THE STATE OF:

6. ADDRESS TO WHICH SOLICITATIONS ARE TO BE MAILED *(If different than Item 4)*

7. NAMES OF OFFICERS, OWNERS, OR PARTNERS

A. PRESIDENT

B. VICE PRESIDENT

C. SECRETARY

D. TREASURER

E. OWNERS OR PARTNERS

8. AFFILIATES OF APPLICANT *(Names, locations and nature of affiliation. See definition on reverse.)*

9. PERSONS AUTHORIZED TO SIGN OFFERS AND CONTRACTS IN YOUR NAME *(Indicate if agent)*

NAME	OFFICIAL CAPACITY	TELEPHONE NO. *(Include area code)*

10. IDENTIFY EQUIPMENT, SUPPLIES, AND/OR SERVICES ON WHICH YOU DESIRE TO MAKE AN OFFER *(See attached Federal agency's supplemental listing and instructions, if any)*

11A. SIZE OF BUSINESS *(See definitions on reverse)*

☐ SMALL BUSINESS *(If checked, complete items 11B and 11C)* ☐ OTHER THAN SMALL BUSINESS

11B. AVERAGE NUMBER OF EMPLOYEES *(Including affiliates)* FOR FOUR PRECEDING CALENDAR QUARTERS

11C. AVERAGE ANNUAL SALES OR RECEIPTS FOR PRECEDING THREE FISCAL YEARS

$

12. TYPE OF OWNERSHIP *(See definitions on reverse)* *(Not applicable for other than small businesses)*

☐ VIETNAM ERA VETERAN-OWNED BUSINESS ☐ DISABLED VETERAN-OWNED BUSINESS

☐ DISADVANTAGED BUSINESS ☐ WOMAN OWNED BUSINESS

13. TYPE OF BUSINESS *(See definitions on reverse)*

☐ MANUFACTURER OR PRODUCER ☐ REGULAR DEALER *(Type 1)* ☐ CONSTRUCTION CONCERN ☐ SURPLUS DEALER

☐ SERVICE ESTABLISHMENT ☐ REGULAR DEALER *(Type 2)* ☐ RESEARCH AND DEVELOPMENT

14. DUNS NO. *(If available)*

15. HOW LONG IN PRESENT BUSINESS?

16. FLOOR SPACE *(In square feet)*

A. MANUFACTURING

B. WAREHOUSE

17. NET WORTH

A. DATE

B. AMOUNT

$

18. SECURITY CLEARANCE *(If applicable, check highest clearance authorized)*

FOR	TOP SECRET	SECRET	CONFIDENTIAL
A. KEY PERSONNEL			
B. PLANT ONLY			

C. NAMES OF AGENCIES WHICH GRANTED SECURITY CLEARANCES *(Include dates)*

CERTIFICATION - *I certify that information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is now debarred or otherwise declared ineligible by any agency of the Federal Government from making offers for furnishing materials, supplies, or services to the Government or any agency thereof.*

19. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN *(Type or Print)*

20. SIGNATURE

21. DATE SIGNED

EXCEPTION TO SF 129

STANDARD FORM 129 (REV 10-83)

INSTRUCTIONS

Persons or concerns wishing to be added to a particular agency's bidder's mailing list for supplies or services shall file this properly completed and certified Solicitation Mailing List Application, together with such other lists as may be attached to this application form, with each procurement office of the Federal agency with which they desire to do business. If a Federal agency has attached a Supplemental Commodity list with instructions, complete the application as instructed. Otherwise, identify in Item 10 the equipment, supplies and/or service on which you desire to bid. (Provide Federal Supply Class or Standard Industrial Classification Codes if available.) The application shall be submitted and signed by the principal as distinguished from an agent, however constituted.

After placement on the bidder's mailing list of an agency, your failure to respond (submission of bid, or notice in writing, that you are unable to bid on that particular transaction but wish to remain on the active bidder's mailing list for that particular item) to solicitation will be understood by the agency to indicate lack of interest and concurrence in the removal of your name from the purchasing activity's solicitation mailing list for the items concerned.

SIZE OF BUSINESS DEFINITIONS
(See Item 11A.)

a. Small business concern–A small business concern for the purpose of Government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is competing for Government contracts and can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria, as prescribed by the Small Business Administration. (See Code of Federal Regulations, Title 13, Part 121, as amended, which contains detailed industry definitions and related procedures.)

b. Affiliates–Business concerns are affiliates of each other when either directly or indirectly (i) one concern controls or has the power to control the other, or (ii) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationship. (See items 8 and 11A.)

c. Number of employees–(Item 11B) In connection with the determination of small business status, "number of employees" means the average employment of any concern, including the employees of its domestic and foreign affiliates, based on the number of persons employed on a full-time, part-time, temporary, or other basis during each of the pay periods of the preceding 12 months. If a concern has not been in existence for 12 months, "number of employees" means the average employment of such concern and its affiliates during the period that such concern has been in existence based on the number of persons employed during each of the pay periods of the period that such concern has been in business.

TYPE OF OWNERSHIP DEFINITIONS
(See Item 12.)

a. "Disadvantaged business concern"–means any business concern (1) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and (2) whose management and daily business operation are controlled by one or more such individuals.

b. "Women-owned business"–means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

c. "Vietnam Era Veteran-Owned Business"–A Vietnam era veteran-owned business is defined as a small business, at least 51 percent of which is owned by such a veteran, who also controls and operates the business. Control in this context means exercising the power to make policy decisions. Operate in this context means actively involved in day-to-day management. For the purpose of this definition, eligible veterans include those who served for a period of more than 180 days, any part of which was between August 5, 1964 and May 7, 1975, and were discharged other than dishonorably.

d. Disabled Veteran-Owned Business"–A disabled veteran-owned business is defined as a small business, at least 51 percent of which is owned by such a veteran, who also controls and operates the business. Control in this context means exercising the power to make policy decisions. Operate in this context means actively involved in day-to-day management. For the purpose of this definition, eligible veterans include disabled veterans of any era with a minimum compensable disability of 30 percent, or a veteran of any era who was discharged for disability.

TYPE OF BUSINESS DEFINITIONS
(See Item 13.)

a. Manufacturer or producer–means a person (or concern) owning, operating, or maintaining a store, warehouse, or other establishment that produces, on the premises, the materials, supplies, articles, or equipment of the general character of those listed in Item 10, or in the Federal Agency's Supplemental Commodity List, if attached.

b. Service establishment–means a concern (or person) which owns, operates, or maintains any type of business which is principally engaged in the furnishing of nonpersonal services, such as (but not limited to) repairing, cleaning, redecorating, or rental of personal property, including the furnishing of necessary repair parts or other supplies as part of the services performed.

c. Regular dealer (Type 1)–means a person (or concern) who owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles, or equipment of the general character listed in Item 10, or in the Federal Agency's Supplemental Commodity List, if attached, are bought, kept in stock, and sold to the public in the usual course of business.

d. Regular dealer (Type 2)–In the case of supplies of particular kinds (at present, petroleum, lumber and timber products, machine tools, raw cotton, green coffee, hay, grain, feed, or straw, agricultural liming materials, tea, raw or unmanufactured cotton linters and used ADPE), Regular dealer means a person (or concern) satisfying the requirements of the regulations (Code of Federal Regulations, Title 41, 50-201.101(a)(2)) as amended from time to time, prescribed by the Secretary of Labor under the Walsh-Healey Public Contracts Act (Title 41 U.S. Code 35-45). For coal dealers see Code of Federal Regulations, Title 41, 50-201.604(a).

- **COMMERCE BUSINESS DAILY** – The Commerce Business Daily, published by the Department of Commerce, contains information concerning proposed procurements, sales, and contract awards. For further information concerning this publication, contact your local Commerce Field Office.

Department of Veterans Affairs
Office of Acquisition
and Materiel Management

Doing Business with the
Department of Veterans Affairs
Information Bulletin 90–2
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